

Block Party Planning

Throwing a block party is a terrific way to meet your neighbors, build a sense of neighborhood, and just plain have fun! West Valley City encourages neighbors to throw block parties and has put together this packet to make planning Block Parties easier. This packet includes:

- Block Party Planning Tips
- Party Invitations
- Menus and Recipes
- Fun & Games
- City Resources

Step 1. Have a Planning Party. Invite a few neighbors over to plan the party. Think of the planning process itself as an opportunity to have fun and make some lasting friendships. Try to involve neighbors you don't know well who may know other neighbors you don't know well. *Don't stress over planning the perfect party - sometimes the most casual events are the most fun.*

Step 2. Choose a Location. You may be able to close off the street in front of your block if you want to hold activities right in the street. If you want to close a street, you will need to get a free Block Party Street Closure Permit from the West Valley City's Community and Media Relations. See Cutting the Red Tape. If you want to hold the party in yards and don't want to close a street, the City doesn't require permits. Despite these requirements, closing the street does have the advantage of making your party feel like a true block party rather than a private event.

Step 3. Choose a Date. Try to pick a date 4-6 weeks in advance to allow plenty of time for planning, notifying neighbors and obtaining a Street Closure Permit if needed.

Step 4. Decide on Food. A party isn't a party without food - and any other activities are just gravy. *See Sample Menu and Recipes.*

Step 5. Decide on Activities. To spice up your party, you may want to include some games and activities. Some block parties come at the end of a block cleanup, a block garage sale, or a day of tree-planting; others have a theme such as National Night Out Against Crime, the Fourth of July or celebrating some real (or made up) neighborhood anniversary. See Games for ideas. The City would also like to support and be a part of your party - see City Resources.

Step 6. Deliver Invitations. Deliver invitations at least a month before the party to allow people to plan and as a courtesy to neighbors with special needs (e.g. daytime sleepers, expecting deliveries) who may need to communicate with you. Invitations are most effective if they are personally delivered. You may want to put reminders under people's doormats about a week before the party. For an invitation you may want to use one of our samples. See Party Invitations.

Step 7. Set Up. If you will be closing a street, the you w ill need to pick up barricades prior to the party from the city shops.

Step 8. Observe Neighborhood Courtesies. Remember to make your block party a positive experience for all of your neighbors, even if they choose not to attend. Make it easy for neighbors to get out of their driveways and through the street. Keep noise levels low after 10:00 p.m.

Step 9. Have Fun!

Cutting the Red Tape

If you'd like to close a public street, you'll need to obtain a free Block Party Street Closure Permit from the City. We know that the last thing you want to worry about when planning a party is government red tape, so we've made the process as painless as possible.

Step 1. Decide what section of the street you want to close. Generally the City will approve the closure of residential local streets on weekends and holidays. If you're not sure if the City will approve a particular location and want to get an early reading from the City, call Angie Moore in Community and Media Relations at 963-3562.

Step 2. Contact the residents along the closed portion of the street. At least 51 percent of the affected residents need to give their written consent. It is common courtesy they should be contacted and have a chance to voice any concerns.

Step 3. Complete the permit application, obtained from Community and Media Relations. The application is intentionally short and costs nothing to submit. File the application with Ingrid Br If possible, submit the application a month prior to the party.

Step 6. Have fun!!! The City will drop off traffic barricades before your party and pick them up afterwards at no charge. To confirm a drop-off and pick-up time, call Police Lt. Craig Zamolo, Special Event Coordinator at 943-5886.

City Resources

The City is your neighbor, and we'd like to be invited to your party too! Beat officers who patrol your neighborhood always enjoy stopping by just to say hello, and to let kids have their pictures taken with a police car.

The City can also provide speakers on a wide variety of topics, from open space to the arts to emergency planning. Please call Angie Moore in Community and Media Relations at 963-3562 to arrange for city personnel to make a presentation at your neighborhood block party.